

Appointment

From: Williams, Felicia [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=6527F339DDB0443C8FA6188E5038057D-FWILLI02]
Sent: 4/1/2019 1:33:05 PM
To: Stepp, Cathy [stepp.cathy@epa.gov]; Thiede, Kurt [thiede.kurt@epa.gov]
Subject: Political appointee staff meeting
Start: 4/18/2019 5:00:00 PM
End: 4/18/2019 6:00:00 PM
Show Time As: Free

Subject: a few announcements

Thank you for attending and tuning in to the staff meeting last Thursday. I hope it was interesting for all. Please hold April 18 at 1pm in the Green Room for the next all hands political appointee staff meeting where we will announce some new hires, hear from the Administrator, and host a featured speaker.

- **CERTIFICATES** – We printed a number of new Administrator Wheeler signed certificates for staff. However, if we missed you, please let me know personally. I'm very serious about that, and I want to ensure you receive one. We appreciate you being here, and it's simply a nice thank you from Administrator Wheeler for the work you do. For the regional office staff, I will have yours to you very shortly if not by the time many of you are in D.C. for ECOS.
- **ADMINISTRATOR'S NOTEBOOK** – With Natasha leaving to join the Drug Czar's office, Aaron Dickerson at Dickerson.aaron@epa.gov will be collecting material for the Administrator's briefing notebook for the short term. Please ensure that you provide him by 4pm daily with the material for the next day's events.
 - **Materials needed for Monday 4/1 and Tuesday 4/2 next week**, please cc shimmin.kaitlyn@epa.gov and terwilleger.brock@epa.gov on those submissions. Please continue to cc Humphreys.hayly@epa.gov on the materials every day. Starting April 1, Corey Scott will start in the Administrator's office as a personal assistant. Ultimately, we will transition the notebook duties to him.
- **MARINE ONE** – On Thursday March 28, 2019, from 3-4:30pm, EPA has 15 tickets to attend a Marine One Departure from the South Lawn. The President departs the White House and you will be able to stand at rope side to watch him exit the White House, speak to the crowd and reporters, and depart and take off in Marine One. It's a really cool thing to see first hand. **FIRST COME, FIRST SERVED.** Please email shimmin.kaitlyn@epa.gov if you would like a ticket. This is for staff only.